

FORM 5.5.05A

POSITION DESCRIPTION

IDENTIFICATION

Position Title: AL/L Campus Lecturer Solomon Islands **Position Number:** FLE002

Section : SPACE

Department: Education Discipline

Location: Solomon Islands

Category: Academic Staff

Level: AL/L

Current Incumbent: _____

Date of substantive appointment: _____

Reports To: Discipline Coordinator Education **Supervised by:** Campus Director

ORGANIZATION CONTEXT

Organization chart to identify the job's reporting relationships

Insert organization:

Head of School

↑
Discipline Coordinator

↑
AL/L Campus Lecturer

PURPOSE

This section describes the overall purpose of the job and the overall significance of the job from the organization's point of view. Answers the following questions:

- **what part of the organization's purpose is accomplished by this job?**

The appointee is expected to contribute to teaching of undergraduate and postgraduate education courses and programs at the discipline of education and university-wide. The AL/L will provide students with the best teaching and learning support, direction and support for research and thesis projects

- **what would not get done if this job did not exist?**

The Education Discipline is the leading pre-service and in-service teacher education institution of excellence within the Pacific region. It upholds quality learning and teaching, and provides quality educational services as well as professional development programs. Education discipline is entering a new and exciting phase of development and is seeking experienced and dynamic individuals to join us.

- **why do we need this job at all?**

An Assistant Lecturer/ Lecturer is expected to teach courses at undergraduate and postgraduate level, supervise research students, conduct consultancies on Educational issues

in the Pacific region and contribute to outreach and marketing activities for the discipline and school at Solomon Islands campus.

NATURE AND SCOPE

The appointee is expected to work closely with the Course Coordinators from the discipline of education and contribute to teaching of education courses at USP. He /She will also supervise student's projects, work with stakeholder groups, conduct research and consultancies in the relevant areas, organize staff development workshops and provide academic leadership at the Solomon Island campus.

POSITION DIMENSIONS

Give details of staff and total level of costs within the organization under the position's overall control.

Staff Responsible for:

Directly: N/A Indirectly: N/A Total Level of Costs: N/A

Limits of Authority:

Financial: \$ N/A

Non Financial: N/A

Key Relationships /Internal and External Contacts:

Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships

External <ul style="list-style-type: none"> • Ministry of Education • Other Educational Institution • Regional Campuses & Institute Directors 	Purpose of contact <ul style="list-style-type: none"> • Facilitate meetings, provide collaborations between the School and Ministry • Facilitate research and curriculum workshops and Specialized Areas of Activities • Marketing of the Education discipline's programs and Awareness
Internal <ul style="list-style-type: none"> • Deputy Head of School, Learning & Teaching / Research & Postgraduate • Head of School and Deputy Head of School • Research Office • Regional Campuses • Discipline Coordinators • Student Learning Support. 	Purpose of contact <ul style="list-style-type: none"> • Ensure that all Learning & Teaching matters regarding Education is well updated and implementation of meetings outcome • Internal matters regarding Education/Campus Activities • Facilitate student support for Specialized programme • More cohort learning and Flexi Schools.

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Aim: KRAs to have a logical heading. KRAs: 4 – 6.in total Key tasks: 4-5 tasks per KRA. Performance Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions

Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
1. Key task Learning & Teaching <ul style="list-style-type: none"> • <i>Lecturing</i> • <i>Tutoring</i> • <i>Online Marking</i> • <i>Responding to student email</i> • <i>Video Conferencing</i> 	<ul style="list-style-type: none"> • <i>Good Student pass rate</i> • <i>Graduate employment rate increase</i> • <i>Marketability of graduates into the workforce</i> • <i>Satisfactory Employer Feedback Report</i>
2. Key task Student Support <ul style="list-style-type: none"> • <i>Consultation</i> • <i>Extra Tutorials – face to face</i> • <i>Online Forum</i> 	<ul style="list-style-type: none"> • <i>Increase individual student engagement</i> • <i>More support for more understanding of subject area</i> • <i>Student score good grades</i>
3. Key task Research <ul style="list-style-type: none"> • <i>Conference papers</i> • <i>Presentations</i> • <i>Publications</i> • <i>Thesis Supervision</i> 	<ul style="list-style-type: none"> • <i>Research on new good teaching techniques</i> • <i>Best teaching methods and it suitable</i>
4. Key task Regionalisation and Internationalisation <ul style="list-style-type: none"> • <i>Presenting at Conferences</i> • <i>Students enrolled in the program - specialized areas from the region</i> • <i>Etc.</i> 	<ul style="list-style-type: none"> • <i>student enrolled from USP regional countries</i> • <i>The need to promote and market specialized program/area in the region</i> • <i>Increase in enrollment</i>

TERMS & CONDITIONS

Salary: _ Assistant Lecturer SBD\$242,442.45 - SBD\$290,931.29 /Lecturer _
 SBD\$308,087.66 - _SBD\$405,381.43_

Length of Contract: __ 5years _____

Gratuity and Allowances: _____

Other Benefits: _____

POSITION SPECIFICATION

Qualifications (or equivalent level of learning)

Essential	Desirable
<p>To be considered at the Assistant Lecturer level, the applicant must have:</p> <ul style="list-style-type: none"> ○ A Masters or PhD in Education with significant tertiary teaching experience; ○ An established record of successful teaching and course development at the secondary and tertiary levels; and ○ Citizenship of a USP member country. <p>To be considered at the Lecturer level, the applicant must have:</p> <ul style="list-style-type: none"> ➤ A PhD in Education with significant tertiary teaching experience and at least one ranked publication; ➤ An established record of successful teaching, course development and postgraduate research supervision; and ➤ Research interest in Education relevant to the South Pacific. 	<ul style="list-style-type: none"> • Applicant with a formal tertiary qualification is an advantage. • Good relevant tertiary teaching experience • Experience of supervision of research students • Teaching experience at secondary and tertiary levels and teacher education experience • In exceptional cases a good post graduate or professional qualification with either a formal tertiary teaching qualification or extensive tertiary teaching experience or a combination of extensive tertiary teaching and relevant industry experience, may be considered.

Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none"> • Proven record of successful teaching and course development at school and tertiary levels • Relevant teaching experience in Education and supervision of thesis students 	<ul style="list-style-type: none"> • Knowledge and experience in teacher education, distance education, IT integration and good research and publication record. It is essential that you are self-motivated, a team player, are committed to the organization and have working knowledge of the South Pacific region.

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

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<i>Expert level</i>	
<i>Advanced level</i>	Demonstrated ability to develop and lead research projects and attract external research findings
<i>Working level</i>	Excellent reaching
<i>Awareness level</i>	

APPROVAL

Supervisor name: **Dr. Seu'ula Johansson-Fua**

Supervisor's Signature:  Date: 18/11/2025

Staff Name: _____ Staff ID: _____

Staff Signature: _____ Date: _____